

**TOWN OF NEEDHAM  
FAMILY LEAVE POLICY  
LEAVE ADMINISTRATION #309**

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**I. PURPOSE AND SCOPE**

The purpose of this policy is to establish the eligibility, duration and procedural requirements relating to the administration of family leave, authorized by section 9.22 of the Consolidated Personnel By-law (Article 9 of the General By-laws of the Town of Needham).

**II. APPLICABILITY**

This policy applies to all non-represented, full-time and permanent part-time employees who have completed the applicable probationary period, excluding those employees under the supervision and control of the School Committee or the Glover Memorial Hospital.

**III. DEFINITIONS**

Refer to the Glossary of Terms in the Personnel Policy Manual for commonly used words and phrases.

Serious Illness – a disabling physical or mental illness, injury, impairment or condition that involves inpatient care in a hospital or outpatient care requiring continuing treatment or supervision by a health care provider.

Family Member – for the purposes of this policy, family member shall be defined as mother, father, spouse, child, brother or sister of the employee.

Non-represented Employee – an employee whose title is not contained in a collective bargaining unit.

**IV. POLICY**

Eligible employees may be granted one period of unpaid family leave per occurrence, not to exceed eight consecutive weeks, for the purpose of caring for a family member during a serious illness. The employee must give written notice to the appointing authority that he/she intends to return to work in order to be eligible for the leave. Accumulated personal, vacation or sick leave (subject to the ten day family maximum and all other provisions of the Town's Sick Leave Policy) may be used in addition to the period of the family leave, with appointing authority approval.

**PROCEDURES**

**A. General Procedures**

1. An employee wishing to utilize family leave must request such leave from his/her department head or appointing authority in writing at least two weeks prior to the commencement of the leave, except in emergency situations. In an emergency, the two-week request period may be waived by the department head or appointing authority. The Town may request medical documentation from a practicing physician to substantiate the request for family leave. The granting of unpaid family leave is made at the discretion of the appointing authority or department head.
2. The department head or appointing authority must notify the Personnel Director immediately of the decision to grant family leave (see Attachment A).
3. An employee wishing to utilize his/her accumulated leave time, such as personal leave, sick leave or vacation leave, shall make such a request at least two weeks in advance. The use of accumulated leave time is subject to appointing authority or department head approval. In the case of sick leave, the Town may request medical documentation from a practicing physician. Employees may not use more than ten (10) days of family-related sick leave per fiscal year.

B. Leave and Benefit Procedures

Time spent on family leave will effect the employee's length of continuous service, and eligibility for leave and benefit accrual:

1. Sick Leave Accrual

Employees who are on unpaid family leave for more than five days in a calendar month shall not accrue non-occupational sick leave for that month.

2. Health Insurance

- a. Employees who are on full pay status for all or part of a month may continue their health insurance with no change in contribution rate. Employees who do not receive a paycheck for a particular week must pay the appropriate premium directly to the Town during the week that the deduction would have been made, had the employee been on the payroll.
- b. Employees who are on approved, unpaid family leave for an entire calendar month must pay the full cost (100%) of the premium directly to Town, in accordance with M.G.L. Chapter 32(B). Payments must be made one month in advance of coverage.

3. Life Insurance

- a. Employees who are on full pay status for all or part of the month, may continue their life insurance with no change in contribution level. Employees who do not receive a paycheck for a particular week must pay the appropriate premium directly to the Town during the week that the deduction would have been made, had the employee been on the payroll.
- b. Employees who are on unpaid family leave for a complete calendar month must pay the full cost of the life insurance premium (100%) in accordance with M.G.L. Chapter 32(B). Payment must be made one month in advance of coverage.

4. Step Increases

An employee who elects an unpaid family leave of more than ten (10) days per fiscal year shall have his/her next satisfactory performance step date (if applicable) adjusted by the number of calendar days spent on unpaid leave.

5. Longevity

An employee who elects a family leave of more than ten (10) days per fiscal year shall have his/her longevity date adjusted by the number of calendar days spent on unpaid leave.

6. Vacation

An employee who elects a family leave of more than five days in a calendar month shall have his/her vacation accrual pro-rated in accordance with the Town's Vacation Policy.

## ATTACHMENT A

TO: Personnel Director

FROM: \_\_\_\_\_  
\_\_\_\_\_

RE: Approved, Unpaid Leave Notice

DATE: \_\_\_\_\_

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Please be advised that I have granted \_\_\_\_\_ of the  
Name of the Employee

\_\_\_\_\_  
Department

A \_\_\_\_\_ for the period \_\_\_\_\_ in accordance  
Type of Leave

with the \_\_\_\_\_.  
Name of the Policy

### Types of Leave

### Department Head Authorization Limit

Maternity Leave	8 weeks unpaid
Parental Leave	8 weeks unpaid
Adoptive Leave	8 weeks unpaid
Leave of Absence – Personal	10 days unpaid
Leave of Absence – Medical	10 days unpaid
Family Leave	8 weeks unpaid

Cc: Town Comptroller